

Job posting preview

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Bulletin Number	53629BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	DEPARTMENTAL INFORMATION SECURITY OFFICER II
Exam Number	T2612A
Filing Type	Open Continuous
Filing Start Date	05/11/2015
Salary Type	Monthly
Salary Minimum	8628.72
Salary Maximum	13060.26
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	Responsible for the development, delivery and administration of information technology (IT) security standards, best practices, architecture and systems in a large to very large County department with highly complex and extensive IT security requirements, to ensure the protection and confidentiality of data and other information assets across the departmental enterprise. Positions allocable to this class report to the chief information officer. Incumbents must possess strong technical knowledge of information systems, County security and privacy practices and technologies, the use of established security controls and methods, a working knowledge of public policy issues and privacy related concerns, and relevant IT security and privacy laws. Incumbents must possess excellent communication skills and the ability to develop and maintain effective interpersonal relationships with County and departmental managers, technical staff, in the industry, and with outside government agencies.
Essential Job Functions	<ul style="list-style-type: none"> • Develops and implements departmental IT security applications, policies, standards and procedures, pursuant to County Chief Information Office guidelines intended to prevent the unauthorized use, release, modification, loss or destruction of data, and to ensure the integrity and security of the department's IT infrastructure. Reviews the development, testing and implementation of IT security products and control techniques. • Consults with application and software developers to ensure production applications will meet established IT security policies and standards. • Promotes and coordinates the development of training and education on IT security and privacy awareness topics for departmental employees.

- Establishes and leads a Departmental Computer Emergency Response Team (DCERT), and develops appropriate security-incident notification procedures for departmental management and the Countywide Computer Emergency Response Team (CCERT).
- Conducts vulnerability assessments to identify existing or potential electronic data and IT system compromises and their sources, coordinates departmental IT investigative matters with the County Chief Information Officer, CCERT, Auditor-Controller, and appropriate law enforcement agencies.
- Leads and performs routine audits and periodic inspections of departmental IT systems to ensure security measures are functioning and effectively utilized and recommends appropriate remedial measures to eliminate or mitigate future system compromises.
- Directs or conducts the review, evaluation, and make recommendations of software products related to IT systems security, such as virus scanning and repair encryption, firewalls, internet filtering and monitoring intrusion detection, etc.
- Represents the department on information technology advisory/steering committees involving information security issues and initiatives.
- Coordinates the department's IT-related aspects of annual or biennial certification program audits.
- Participates with the County Chief Information Security Officer in the development and implementation of Countywide disaster recovery and business continuity plans to ensure that these incorporate with appropriate IT security measures.
- Serve as the Chief Privacy Officer for the department with regard to electronic data and records and IT systems utilization.
- Participates in the review of IT facility acquisitions, construction and remodeling projects to ensure conformity of County IT security policies and guidelines as needed.
- Manages and coordinates subordinate security officers and supervisors in a very large, distributed computing enterprise as needed.
- Serve as a witness or subject-matter expert for the department in legal matters concerning IT systems security, as needed.

Requirements**ONLINE FILING ONLY****SELECTION REQUIREMENTS:**

OPTION I: A bachelor* degree from an accredited** college in Computer Science or a related discipline **AND** three (3) years of recent***, highly responsible**** experience in managing the security of multiple platforms, operating systems, software, and network protocols in a large information technology organization **-OR-**

OPTION II: Two (2) years of experience administering an IT security program at the level of a Departmental Information Security Officer I***** **-OR-**

OPTION III: Five (5) years of recent***, progressively responsible***** experience in implementing information systems or managing/assisting in the management of an information technology organization, three (3) years of which must have been managing an IT-related security and/or privacy program on a full time paid basis, at the level of Information Systems Supervisor II*****.

Physical Class

**License(s)
Required**

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*To qualify, applicants must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, at the time of filing or during the examination process.

***Recent is experience within the past five (5) years.

****Highly Responsible experience is experience having the authority to independently make decision relating to departmental security.

*****Progressively Responsible experience is experience having some authority which evolved into complete authority to make decisions relating to departmental security.

*****Experience in the service of Los Angeles County at the level of Departmental Information Security Officer I is defined as: Under general direction manages the development, delivery, and administration of information technology (IT) security standards, best practices, architecture, and systems for a County department or for an Information Systems Bureau of the Department of Health Services having highly complex and extensive IT security requirements necessary to ensure the protection and confidentiality of information assets spanning the departmental enterprise.

*****Experience in the service of Los Angeles County at the level of Information Systems Supervisor II is defined as: Supervises, through subordinate supervisors, a large staff of Information Systems Analysts engaged in the analysis, design, and implementation of manual and electronic information and work processing systems in a County department.

**Accreditation
Information**

Accreditation: ** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

An Oral Interview weighted 100%. The interview will assess Technical Knowledge, Skills and Experience; Public Safety and Security Laws; Training, Presentation and Oral Communication; Administrative and Leadership, and Problem Solving and Decision Making.

All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

Candidates must achieve a minimum passing score of 70% or higher on the examination in order to be placed on the eligible register.

**Special
Information**

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and

**Vacancy
Information**

Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions defined by the County policy (PPG 514) regarding "sensitive positions" may be withheld from appointment or may be discharged.

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register and will appear in the order of the score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION
MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

**Available Shift
Application and
Filing
Information**

Any

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application. **All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.**

We may close this examination at any time without prior notice.

Applicants must submit their applications and required documents by 5:00 pm, PST, on the last day of filing. Applicants who submitted the application after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload the required education verification documents to your online application, you may fax them to (213) 738-6470 at the time of filing or during the examination process. Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:**SOCIAL SECURITY NUMBER:**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public Libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:

All applicants must file their application on line using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field

Information Technology

Job Type

Administrative Support

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